

Section 6: Emergency Procedures

6.1 General Instructions

Oct 2018

It is imperative for everyone at camp to be aware of the emergency procedures. All resource and service staff must be knowledgeable in the procedures and be provided with written instructions to follow in the case of an emergency. An emergency test must will be conducted within the first 24 hours of camp opening.

The camp has no telephone service so it is imperative that there is always a cell phone with service available for emergency situations. Emergency numbers (including those of contacts mentioned in this policy) are to be posted on the Bulletin Board in the dining hall. (*Schedule 10*).

A vehicle, with \$3,000,000 liability insurance (*See Section 2.2*), will be designated by the Camp First Aid Attendant as the transport vehicle in case of emergency.

In the case of any event of a serious nature that may attract media attention, the incident must be reported to the President of the BCCA or his/her designate and the Chairperson of the Society or his/her designate as soon as is practical. The Chairperson is to contact BC Conference to report the incident.

Only the Chairperson of the Society will respond to the press. REMEMBER: It is better to say "No comment" than to have ill thought-out statements come back to haunt the Society in the event of liability challenges.

The Camp Director and the Camp First Aid Attendant and/or Camp Lifeguard (where necessary) are responsible to prepare a full written report as soon as practical after any incident.

In the event of an emergency at camp there are three levels of priority to follow:

First Priority Procedures:

- The sound of the air horn is a major component of the emergency system, in that it is used to gather all on the property to one location which should be designated as the campfire area at the beginning of camp. It is up to the leader involved to determine the nature of the problem and to send someone for help or to sound the horn. The signal for an emergency is one long blast of the air horn.
- Once all have gathered, it is the responsibility of each Cabin Leader to ensure that all of their cabin group is accounted for.
- Further instructions for specific emergencies are detailed in the instructions that follow.

Second Priority Procedures (once the emergency is under control):

- *Reassignment of Staff:*

Should it be a staff person who was injured or had to leave the camp for any reason, then the Camp Director will reassign tasks to ensure the continued safety and supervision of the campers. Complete cooperation from all staff is expected at this time.

Third Priority Procedures (once the emergency is under control):

- *Reassessment of the Camp Situation:*

Decisions must be made as to whether the camp will continue to operate or if program changes may have to be instituted.

Decisions must be made as to whether all parents need to be notified with regard to the emergency.

6.2 Waterfront Emergency

Jun 2013

The Camp Lifeguard is in charge at any waterfront emergency, with the Camp First Aid Attendant and the Camp Director available for support, as necessary.

Note: To ensure maximum efficiency in the case of a waterfront emergency, the Camp Lifeguard must ascertain that all of the required safety equipment (stretcher, back brace, oxygen, first-aid kit, etc.) is in place before allowing any swim period to start.

During pre-camp training, the Camp Lifeguard will appoint qualified adults with specific grids to search in the event of a water emergency.

A mock waterfront emergency will be run during pre-camp training.

First Priority Procedures in the Event of a Waterfront Emergency:

- After everyone is gathered at the campfire area and everyone is accounted for the following procedure will apply.
- If the swimmer is visible, the Camp Lifeguard will effect the rescue either by swimming to the victim or by using the rescue boat. If the swimmer is lost underwater, then the Camp Lifeguard will direct a grid search until the swimmer is located and will then make the rescue.
- Once the swimmer has been rescued, the Camp First Aid Attendant will determine the extent of the injury and whether or not the injured person is to be moved. (Leaders and other staff will help only as required.) If required, the Camp First Aid Attendant will have the Camp Director or his/her designate call the emergency response number to request an ambulance. Whoever makes this call must report back to the Camp First Aid Attendant immediately. In cases where the Camp First Aid Attendant determines that there is no threat to life, but that Hospital treatment is required, he/she will prepare the injured person for transport in the designated vehicle. (Have the gate open to speed things up). The Hospital must be notified of the patient's impending arrival.
- Parents or legal guardians must be contacted and met at the Hospital.
- The Chair of the Society must be contacted.
- The Camp Lifeguard, the Camp First Aid Attendant and the Camp Director are each responsible to individually make a full written report on the incident.

See Section 6.1 for General Instructions and Second & Third Priority Procedures in the Event of a Waterfront Emergency:

6.3 Fire on Camp Property

Aug 2017

First Priority Procedures in the Event of Fire on Camp Property:

- Turn off the gas supply to both the kitchen and the washhouse.
- After everyone is gathered at the campfire area and everyone is accounted for the following procedure will apply.
- The Camp Director or his/her designate should contact the Forest Service and ambulance, if injuries are present. The Camp Caretaker must also be contacted. All gates should be opened for emergency vehicles.

Note: Because of where the camp is located, there will be times when the risk of forest fires is deemed high by the Ministry of Forests. The Camp Caretaker is responsible to check with forestry personnel daily and to keep the Camp Director informed of the "risk" level. During times of high risk, forestry personnel are always aware that there is a camp in progress and they will have buses available should they deem the risk too high and order an evacuation of the camp. (Section 6.4) of this manual covers evacuations.

**See Section 6.1 for General Instructions and Second & Third Priority Procedures
in the Event of a Fire on Camp Property:**

6.4 Evacuation

Apr 2005

First Priority Procedures in the Event of an Evacuation:

Should the camp need to be evacuated for any reason, there are three scenarios under which this might be undertaken:

- Ordered by the Ministry of Forests because of potential dangers from forest fires.
- Ordered by the Camp Director with transportation available at camp.
- Ordered by the Camp Director with transportation not available at camp.

Ordered by the Ministry of Forests:

- After everyone is gathered at the campfire area and everyone is accounted for the following procedure will apply.
- Time and space permitting, the Camp Director may allow belongings to be collected.
- While awaiting the bus sent by the Forest Services, the Camp Director should organize the orderly evacuation of the camp, arranging who would be on the bus and who would be in private vehicles following the bus.
- Once everyone has arrived at the destination arranged by the Ministry of Forests and instructions for pick-up have been received, the Camp Director is responsible to see that all campers' parents/guardians are contacted and arrangements made to get everyone home.
- If necessary, arrangements can be made at a later date to pick up any belongings left behind.

Ordered by the Camp Director with Enough Transportation Available at Camp:

- After everyone is gathered at the campfire area and everyone is accounted for the following procedure will apply.
- Time and space permitting, the Camp Director may allow belongings to be collected.
- The Camp Director should organize the orderly evacuation of the camp, arranging who would be on the bus and who would be in private vehicles following the bus.
- The Camp Director will choose a destination where everyone will go - usually to Cranbrook United Church or to Knox United Church in Fernie. Time permitting, the destination should be contacted advising them of the camp's arrival.
- Once everyone has arrived at the destination, the Camp Director is responsible to see that all campers' parents/guardians are contacted and arrangements made to get everyone home.

- If necessary, arrangements can be made at a later date to pick up any belongings left behind.

Ordered by the Camp Director with Insufficient Transportation Available at Camp:

- After everyone is gathered at the campfire area and everyone is accounted for the following procedure will apply.
- Time and space permitting, the Camp Director may allow belongings to be collected.
- The Camp Director must arrange to have either a bus or adequate vehicles brought to camp to transport all those who will not fit safely into the vehicles of the leaders present at camp.
- While awaiting the arrival of the additional transportation, the Camp Director may decide to allow evacuation to start with the vehicles present at camp. Note: Priority would be given to anyone who is injured and to the campers.
- The Camp Director will choose a destination where everyone will go - usually to Cranbrook United Church or to Knox United Church in Fernie. Time permitting, the destination should be contacted advising them of the camp's arrival.
- Once everyone has arrived at the destination, the Camp Director is responsible to see that all campers' parents/guardians are contacted and arrangements made to get everyone home.
- If necessary, arrangements can be made at a later date to pick up any belongings left behind.

**See Section 6.1 for General Instructions and Second & Third Priority Procedures
in the Event of an Ordered Evacuation:**

6.5 Lost Camper

Apr 2005

First Priority Procedures in the Event of a Lost Camper:

When a camper is reported as missing, the Camp Director is to be notified immediately. The Camp Director will do some fact gathering to make certain someone is actually missing. When it is established that the camper is missing:

- After everyone is gathered at the campfire area and everyone is accounted for the following procedure will apply.
- If the Camp Director determines that a camper is definitely missing, a search by the adult leaders of the camp area and buildings will be made. Campers left at the campfire area must be supervised.

If the camper is not found, a complete search of the camp's grounds will be made. All leaders and campers could be used to make a parallel sweep of the area.

- If this search fails to find the missing camper, the Camp Director or his/her designate will contact the police immediately, who will make the decision on when and how to contact the parents/guardians.

See Section 6.1 for General Instructions and Second & Third Priority Procedures in the Event of an Lost Camper:

6.6 Contagious Illness

May 2013

First Priority Procedures in the Event of a Contagious Illness:

- The Camp First Aid Attendant and the Camp Director must be called immediately. They will initiate emergency procedures if necessary.
- After everyone is gathered at the campfire area and everyone is accounted for the following procedure will apply.
- The patient is to be isolated immediately.
- The Camp First Aid Attendant will determine the extent of the illness and whether or not the patient is to be moved. If required, the Camp First Aid Attendant will have the Camp Director or his/her designate call the emergency response number to request an ambulance. Whoever makes this call must report back to the Camp First Aid Attendant immediately. The gate should be opened for the emergency vehicle. The Hospital must be notified of the patient's impending arrival.
- Parents must be contacted and met at the Hospital.
- All areas where the patient has been must be thoroughly disinfected before they are used again.
- Decisions must be made as to whether other people should be examined and/or treated.
- In the case of suspected contagious disease the local Medical Health Officer must be contacted.
- Note: Each camper's medical information must include a record of his/her immunization history.

**See Section 6.1 for General Instructions and Second & Third Priority Procedures
in the Event of a Contagious Illness:**

6.7 Serious Illness or Injury

First Priority Procedures in the Event of a Serious Illness or Injury:

- The Camp First Aid Attendant and the Camp Director must be called immediately. They will initiate emergency procedures if necessary.
- After everyone is gathered at the campfire area and everyone is accounted for the following procedure will apply.
- The Camp First Aid Attendant will determine the extent of the injury or illness and whether or not the injured person is to be moved. (Leaders and other staff will help only as required.) If required, the Camp First Aid Attendant will have the Camp Director or his/her designate call the emergency response number to request an ambulance. Have the camp gate opened for the emergency vehicle. Whoever makes this call must report back to the Camp First Aid Attendant immediately. In cases where the Camp First Aid Attendant determines that the injury is not life threatening but that Hospital treatment is required, he/she will prepare the injured person for transport in the designated vehicle. The Hospital must be notified of the patient's impending arrival.
- Parents/guardians must be contacted and met at the Hospital.
- In the case of suspected food poisoning the local Medical Health Officer must be contacted.

**See Section 6.1 for General Instructions and Second & Third Priority Procedures
in the Event of a Serious Illness or Injury:**

6.8 Allergies

Apr 2005

First Priority Procedures in the Event of a Serious Allergic Reaction:

Food and other allergies are becoming a more common issue in our population and many allergies have the potential to be life-threatening.

All steps must be taken to minimize the risk of allergies in anyone at camp, while at the same time the Camp First Aid Attendant must be aware of any potential problems and be prepared to deal with them.

In this regard it is important that the following procedures are followed to minimize the risk of a serious allergic reaction:

- Every person coming to camp must fill out the medical form which must include a section on allergies (*Forms 3 through 6*). The Camp First Aid Attendant is responsible for becoming familiar with any allergies that anyone at camp may have and for communicating this information to the Camp Director, the Camp Cook (in cases of food allergies) and any other leader who may need the information.
- The Camp Cook must be aware of any allergies that anyone at camp may have and must either tailor his/her menu to eliminate these foods entirely or provide an alternative for those people to eat (e.g. juice could be available instead of milk or some pizza could be made without cheese to accommodate anyone who is allergic to dairy products).
- Any sign of allergic reaction in anyone at camp must be reported to the Camp First Aid Attendant immediately. The Camp First Aid Attendant will treat the problem following the established protocol.
- The Camp First Aid Attendant must visit with the parents/guardians of any camper who will come to camp with an EpiPen or an asthma inhaler, and the decision as to whether the camper keeps the EpiPen or asthma inhaler on his/her person at all times in a fanny pack will be made jointly with the parents/guardians and the Camp First Aid Attendant. Insulin and related test equipment and pens should be stored in the First Aid Station with other medications.
- The Camp First Aid Attendant must have a supply of safely stored EpiPens at camp and at least one must always remain handy (e.g. if the campers go on a hike, then one must be included in the first aid kit that goes along with them).
- During the first aid orientation at the Camp Leadership Training sessions, the Camp First Aid Attendant or other trained personnel must cover the use of EpiPens so that all leaders are prepared should the need arise.

See Section 6.1 for General Instructions and Second & Third Priority Procedures in the Event of a Serious Allergic Reaction:

6.9 Death

Jul 2005

First Priority Procedures in the Event of a Death at Camp:

- The Camp First Aid Attendant and the Camp Director must be called immediately. They will initiate emergency procedures if necessary.
- After everyone is gathered at the campfire area and everyone is accounted for the following procedure will apply.
- The Camp Director or his/her designate must call the ambulance and the police. **THE POLICE MUST BE CALLED.**
- The Camp Chaplain and Camp Director will inform all campers/leaders of the death.
- The next of kin will need to be notified, preferably by the police in person NEVER by telephone.
- Preparations for a visit to the next of kin will have to be made.

See Section 6.1 for General Instructions and Second & Third Priority Procedures in the Event of a Death at Camp:

6.10 Intruders on Camp Property

Jul 2006

First Priority Procedures in the Event of an Intruder on Camp Property:

Because the camp is located in the wilderness, there are wild predators that occasionally walk through the property (black bear, cougar, etc.). To keep any potential danger to a minimum the Camp Director must check for sightings with the Camp Caretaker on a daily basis. If the intruder is human, the intruder will be challenged immediately by any adult leader. Campers must avoid any contact with intruders.

In the event of a human intruder, he/she will be immediately evicted from the property if the intruder is unable to demonstrate a reasonable or necessary purpose for being on the premises. Police may be called if necessary.

Should there be a sighting or other evidence that a wild animal has been around, then with the help of the Camp Caretaker, the Camp Director must take steps to ascertain whether the animal was just passing through or is lingering around. (Tracks and droppings will usually establish this fact.)

If it is believed the animal is still around, emergency procedures must be taken:

- After everyone is gathered at the campfire area and everyone is accounted for the following procedure will apply.
- The Camp Director or his/her appointee (preferably the Camp Caretaker) should contact the local Conservation Officer who will visit the camp and make a determination as to the threat of danger.
- Until the danger is eliminated, campers should be kept together and remain within the confines of the camp. Hikes and water activities should be curtailed.

**See Section 6.1 for General Instructions and Second & Third Priority Procedures
in the Event of an Intruder Sighted on Camp Property:**

6.11 Water Shortage

Oct 2018

Because there is only one well that services the camp, the possibility that the water system could become contaminated or break down is always there. Water samples must be taken from both the wellhead and the kitchen every two weeks as specified by the Ministry of Health. The results of these tests should be forwarded to the Society's Director of Property and Maintenance immediately.

In the event of either a breakdown of the water or contamination of the system the following procedure must be followed:

In the case of contaminated water put under a 'Water Quality Advisory' or a 'Boil Water Advisory' by the Ministry of Health:

- Immediately post notices at all taps as follows: (Caretaker has a supply of these notices)

Boil Water Notice

Interior Health has issued an advisory due to:
Total Coliform

Boil water before using it for: drinking; making ice; cooking; washing food; or brushing teeth

Use a hand sanitiser after washing hands

Until notified all users are advised to:

1. Bring water to a rolling boil for at least 1 minute, or
2. Use an alternate safe source of water

- Sound the air horn and, when the camp gathers, announce that the camp water is no longer to be used for drinking or for brushing teeth.
- If the camp is to continue, contact the Camp Caretaker who has a supply of clean water available for immediate use. The boil water advisory is to be put into place immediately. The Camp Caretaker will ensure that there will be adequate water on hand to finish any camp
- Containers with non-contaminated water must be placed anywhere that water is used. Note: because of the weight of the containers, an adult will have to pour the water into smaller containers for the children to use.
- There should be no problem in continuing the camp.

In the case of contaminated water put under a 'Do Not Use' by the Ministry of Health:

- Immediately shut off the water at the wellhead, then drain all taps and flush toilets.
- Sound the air horn and, when the camp gathers, announce that the camp water can longer be used.
- If the camp is to continue, contact the Camp Caretaker who has a supply of clean water available for immediate use. The Camp Caretaker will ensure that there will be adequate water on hand to finish any camp.
- Containers with non-contaminated water must be placed anywhere that water is used. Note: because of the weight of the containers, an adult will have to pour the water into smaller containers for the children to use.
- Provisions can be made with the Camp Caretaker to use the outhouses across from the campground's beach while repairs are being made. Note: All campers must be supervised on trips to the outhouses.
- A decision will have to be made as to whether to continue the camp.

In the case of a breakdown in the camp's water delivery system:

- Establish a time frame for effective repairs from the Caretaker, then make a decision as to whether the camp is to continue or not
- Sound the air horn and, when the camp gathers, announce that the camp water is no longer useable
- If the camp is to continue, because repairs can be effected in a short period of time (four hours maximum), contact the caretaker who has a supply of clean water available for immediate use. The Camp Caretaker will ensure that their will be adequate water on hand to finish any camp.
- Provisions can be made with the Caretaker to use the outhouses across from the campground's beach while repairs are being made. Note: All campers must be supervised on trips to the outhouses.

6.12 Power Failure

Oct 2018

In the case of a power failure, BC Hydro must be contacted to establish:

- whether the power interruption is general
- or whether it is specific to the camp;

If the interruption is general:

- BC Hydro should supply an estimated time for resumption of service;

If the problem is specific to our camp:

- then the Camp Caretaker must be contacted and he will contact a local electrical contractor to assess the problem. Note: with the exception of an obvious emergency, such as a downed electrical wire, BC Hydro will not respond to our camp prior to an assessment by an electrical contractor.
- Whoever responds should supply an estimated time for resumption of service.

The water situation (no power - no pump) should be dealt with as in (*Section 6:11*).

If the power is out during darkness, it is imperative that adults with flashlights remain around the camp at all hours (this may be done in shifts) for safety reasons.

Decisions would have to be made as to whether the camp should continue or not depending on the estimated length of the power interruption.

6.13 Extreme Wind - Severe Storm

Jul 2020

Because of where RLC is situated in southeastern British Columbia, we are susceptible to the occasional severe thunderstorm and/or windstorm. These have been known to cause serious damage such as large trees being blown over and power lines being downed.

If such a storm hits (generally overnight) stay in the building you are in. Hide under something if possible and remain inside until the storm stops and the all clear is given by a responsible adult.

First Priority Procedures in the Event of a Severe Storm:

- The Camp First Aid Attendant and the Camp Director must be called immediately. They will initiate emergency procedures if necessary.
- After everyone is gathered at the campfire area (or in the dining hall if practical) and everyone is accounted for the following procedure will apply.
- The Camp First Aid Attendant will determine the extent of any injuries or illnesses and whether or not the anyone needs to be moved. (Leaders and other staff will help only as required.) If required, the Camp First Aid Attendant will have the Camp Director or his/her designate call the emergency response number to request an ambulance. (Note: Roads may be blocked so the situation could become more serious). Have the camp gate opened for the emergency vehicle. Whoever makes this call must report back to the Camp First Aid Attendant immediately. In cases where the Camp First Aid Attendant determines that the injury is not life threatening but that Hospital treatment is required, he/she will prepare the injured person for transport (at the earliest practical time) in the designated vehicle. The Hospital must be notified of the patient's impending arrival.
- Parents/guardians must be contacted and met at the Hospital.
- Other portions of this procedure may need to be followed.
- To minimize a bad outcome because of a severe storm an annual tree inspection (Section 5.3.2) must be performed.

See Section 6.1 for General Instructions and Second & Third Priority Procedures in the Event of a Serious Illness or Injury: